

How might apprentices support your work as a Parish Council?

What is an apprenticeship?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals and, by boosting the skills of the workforce, they help to improve economic productivity.

Who can be an Apprentice?

Anyone over the age of 16 can apply for an apprenticeship – there is no upper age limit.

It may be that you create a new role and advertise to fill the vacancy or perhaps there is an existing member of staff wanting to gain a qualification whilst they continue in their current role eg an employee working on the accounts may be able to do a finance apprenticeship.

The apprentice must be learning new skills and not duplicating previous training.

Why now?

New funding rules mean Bath & North East Somerset Council can use their training budget to fully meet the cost of your apprentice's training. We wish to support the Parish Councils in our district in delivering an excellent service to the community and are offering this opportunity to you first. At present we can meet the training costs of one apprentice but we anticipate we can fund more in the near future as the programme is developed.

Our Apprenticeship Co-ordinator, Lisa Pollard is available to answer any questions and support you through the process.

Tel: 01225 477177

E-mail: lisa_pollard@bathnes.gov.uk

Your commitment:

- **There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship.** Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer. An apprenticeship must last a minimum of 12 months.
- **20% of the apprentice's job must be spent in off the job training.** This could be a day a week at college or in the workplace away from their regular job responsibilities eg completing assignments, shadowing or with a mentor.
- **Provide a supportive and welcoming environment.** You as the employer must be willing to spend time developing the apprentice, ensuring they are fulfilling all their role responsibilities in order to succeed in their qualification.
- **Consider putting in place a mentor for your apprentice** - someone they can speak to in confidence and who can support them.